



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** OPMA-06-110(EH)(MPP)

**JOB TITLE:** Contract Specialist, GS-1102-12/13

**AREA OF CONSIDERATION:** Government-Wide

**THOSE WHO APPLIED UNDER VACANCY ANNOUNCEMENT OPMA-06-008 NEED NOT RE-APPLY.**

**Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.**

**OPENING DATE:** 06/23/2006

**CLOSING DATE:** 12/29/2006 Open Until Filled  
First cut-off date is 7/7/2006  
Cut-offs will occur every 2 weeks until vacancy is filled.  
Applications must be received by 5:00 pm EDT on the cut-off date

**PROMOTION POTENTIAL:** GS-13

**STARTING SALARY:** GS-12, \$65,048 pa; GS-13, \$77,353 pa

**Contract Specialist GS-1102-12/13, (1 position), Court Services & Offender Supervision Agency (CSOSA), Management and Administration, Office of Procurement, Washington, DC.**

**DUTIES:** The incumbent will be responsible for awarding and administering the full range of contracts for various services from simplified acquisitions to multi-million dollar procurements. Types of actions include substance abuse treatment services, office equipment and miscellaneous supplies. The incumbent provides acquisition planning and advice for Agency program offices, develops and implements various procurement-training programs, and reviews acquisition actions to ensure compliance with procurement best practices. Determines the type of contract best suited to the requirement; develops special clauses as applicable. Prepares statement of work in collaboration with program personnel, and prepares appropriate file documentation as required by the Federal Acquisition Regulation (FAR), including justifications. Creates and issues solicitations, requests for quotations, and invitations for bids. Conducts pre-solicitation conferences, technical and cost evaluations, source selections, and debriefings. Negotiates contracts. Makes contract awards in collaboration with senior staff. Administers contracts, including preparing and documenting modifications, changes and options. Monitors contract performance on- and

off-site. Assures compliance with the terms and conditions of the contracts and the FAR, including resolving problems. Responds to public and private industry inquiries.

**QUALIFICATIONS: *Basic Requirements for the GS-12:***

A) 4-year course of study leading to a bachelor's degree with a major in any field;

**OR**

B) At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**Note:** You must provide a list of all courses completed to satisfy this requirement. The list must include the course name, date completed, hours of instruction and the college/university/training facility attended.

**For the GS-12:** Applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level (GS-11), that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above. **Specialized experience at the GS-12 level** is experience monitoring contracts and other procurements within CSOSA to assure that contractors are meeting commitments and complying with applicable rules and procedures. **Specialized experience is also** experience identifying issues with contractor performance or compliance with contract requirements, and resolving issues and recommending appropriate action for resolution.

***Basic Requirements for the GS-13:***

A) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least one year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

**AND**

B) A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**Note:** You must provide a list of all courses completed to satisfy this requirement. The list must include the course name, date completed, hours of instruction and the college/university/training facility attended.

**For the GS-13:** Applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level (GS-12), that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above. **Specialized experience at the GS-13 level** is experience participating in development of the Agency's pre-negotiation position and determining the types of contracts and authorities to use to acquire a variety of products and services, including treatment services and facilities, consulting and staffing, security, office and laboratory equipment and computers, supplies

and furniture. **Specialized experience is also** experience identifying opportunities for cost efficiency and effectiveness in contract management and recommends actions for implementation.

- C) Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
- D) Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-11 level to be eligible for the GS-12 level, and one year at the GS-12 level to be eligible for the GS-13 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

**EVALUATION METHODS**: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualifications requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to apply the Federal Acquisition Regulation (FAR), and the Federal Acquisition Streamlining Act (FASA) in procuring supplies and services on behalf of the Agency.
2. Ability to interpret and explain procurement policy and procedures while working with representatives from the Federal Government and private sector.
3. Skill in preparing documents related to contract administration, such as modifications, letters to contractors/vendors, or analyses that assess progress and cost.
4. Ability to communicate in writing in performing pre- and post-award functions, to include source selections.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans must submit their DD-214 and all supporting documents as proof of their Veteran Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAJobs@CSOSA.gov](mailto:CSOSAJobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

**OTHER INFORMATION:**

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

***CSOSA is an Equal Opportunity Employer.***